



"Attachment A"

New Business Information Checklist

Welcome to Fresno as a new business! We are excited you are opening for business and glad you have chosen Fresno!

To assist you in getting your business up and running, we have put together the following checklist of items that should be addressed prior to opening your business. Taking the time now to address each of the items below is very important and may potentially save you time and money in the future.

This checklist represents items regulated by the City of Fresno. There may be county, state, and/or federal requirements that also apply to your business' operation.

In setting up your new business, have you....

- checked your business zoning?** It is each business' responsibility to ensure that you are conducting business in a properly zoned location. Under planning regulations you may need an additional planning permit prior to opening your business. For information on zoning and the approval process, please contact the Planning Division at (559) 621-8277 or planning@fresno.gov. You can also visit the planning department customer service desk on the third floor (Room 3043, Fresno City Hall, 2600 Fresno St., Fresno CA).
- checked to determine if the number of parking spaces on the site is sufficient for your planned use?** For information please contact the Planning Division at the number or email address above.
- obtained sign review for temporary and permanent signage at your business?**
For more information please contact the Planning Division at the number or email address above.
- made sure your business is in compliance with state and municipal fire and building safety requirements?** For information, contact the Building Safety Division at (559) 621-8084. You can also visit their customer service desk on the third floor (Room 3043, Fresno City Hall, 2600 Fresno St., Fresno CA).
- arranged for new trash/garbage pick-up service with the correct trash/garbage hauler contracted with the City: Republic Waste Services or Mid-Valley Disposal?**
For more information, please contact the Public Utilities Department at (559) 621-1452.

These steps are necessary to help minimize any "surprise" issues that may arise while getting your business up and running in Fresno. If you have any questions, or need assistance in the process, please contact the appropriate departments referenced above.

The City of Fresno also offers "Concierge Services" for new and expanding businesses. If you have questions about operating your business in the City of Fresno, you may contact the Office of Economic Development at (559) 621-8000 or economicdev@fresno.gov. ~~and~~ We will do our best to help you get your business started in Fresno.

Congratulations and good luck on your business venture!

This form is for your information only and may be kept for your records.